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19 September 1958

MEMORANDUM FOR: Deputy Chief, Intelligence School

SUBJECT : Six-months Activities Report (Intelligence  
Production Faculty)  
March - August 1958

I. Major Activities

1. During the past six months the Intelligence Production Faculty has continued its program of established courses -- Intelligence Techniques, Effective Writing, Writing Workshop, Conference Techniques, Effective Speaking, Intelligence Research (Maps), OO/C Refresher, Intelligence Research (Techniques), and Reading Improvement. Because there was no qualified instructor available to give the Instructional Techniques course at the time scheduled, the course scheduled to begin in September was cancelled. This course is included, however, in the long-term schedule. Because there was no enrollment, Intelligence Research (Maps) courses scheduled for April and June were cancelled. The OTR reading training program was discontinued in September; the last class was held 11 August - 5 September 1958.

2. From March - August 1958 a total of 260 attended the Intelligence Production Faculty courses. Nine attended the Intelligence Techniques, 18 the Effective Writing, 63 the Writing Workshop, 22 the Conference Techniques, 20 the Effective Speaking, 5 the Intelligence Research (Maps), 62 the OO/C Refresher, 6 the Intelligence Research (Techniques), and 55 the Reading Improvement.

3. During the past six months staff members briefed visiting foreign intelligence officers on the missions and functions of the DDI area and on intelligence research. Training courses completed by staff members include: Writing Workshop, Basic Supervision, and Introduction to Communism. In addition, one staff member attended the Eighth Annual Institute for training specialists at Cornell University, Ithaca, New York. All staff members have attended Agency briefings.

II. Program Outlook

1. Intelligence Techniques No. 12 will be given for Junior

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Officer Trainees in December 1958. The course plan assumes an enrollment of 50 students, but it is adaptable to any number up to 75. The objective of the Intelligence Techniques Course is to give the student a basic understanding of the nature and purpose of finished intelligence, of the problems inherent in the production of intelligence, and the techniques and skills required in solving those problems.

2. A twelve-week Intelligence Production Course will be given for selected Junior Officer Trainees beginning on or about 26 January 1959. The objective of the Intelligence Production Course is to prepare the student for assignment as an intelligence officer in the DDI area of the Agency by giving him a thorough understanding of the nature and purpose of the intelligence production effort in the DDI area and of the problems inherent in that effort, and by giving him specific training and practice in the application of the techniques and skills required in the production of intelligence.

3. A 120-hour Intelligence Research (Techniques) course will be offered for ORR analysts beginning 13 October. The objective of the course is to increase understanding and appreciation of the intelligence milieu in which the intelligence analyst works, and to increase skill in the application of research techniques to intelligence research.

4. An Intelligence Research (Techniques) course for OSI analysts is to be offered twice during 1958-59, beginning approximately 10 November and 30 March.

5. One staff member is writing a training aid to be used in the Intelligence Research (Techniques) course. It will be the first complete compilation of research facilities available to the intelligence analyst.

6. A training program is being developed for OCR. Catalogs have been completed for four of the Registers -- Special, Biographic, Graphics, and Industrial. In addition, a curriculum has been worked out for the people engaged in work with IBM machinery.

7. A Writing Training Program has been worked out for 1958-59. Frequency of offerings: Writing Workshop(Basic) -- four times per year; External Training -- as required; Writing Workshop(Intermediate) --

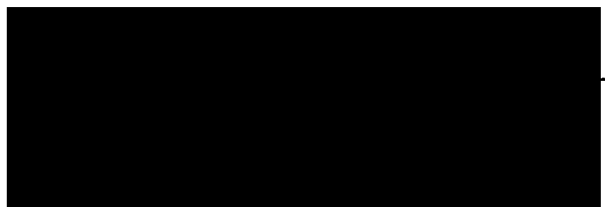
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four times per year; Fundamental Problems in Report Writing -- as determined by ORR; Effective Writing -- twice during the 1959 fiscal year, then terminated; Writing Workshop(Advanced) -- six times per year, the frequency of individual offerings to be determined by demand.

8. An experimental running of Writing Workshop(Advanced) has been scheduled for 3 November 1958. The course will be adapted to the requirements of Regulations Writing, and the enrollment in the course will be limited to Agency personnel concerned with the writing of regulations.

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Chief  
Intelligence Production Faculty

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